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12 November 1969

26 August 1971

INSTRUCTIONS FOR CODING LANGUAGE REQUIREMENTS
ON FORM 1023 - COMPUTER INPUT

Item No.	Item Name on Form 1023	Coding Instructions
1	Identification	Code the letter "S"
2	Control No.	<p>The appropriate number to reflect the entry in its proper place as indicated by the Form 261.</p> <p>Language requirements for the component will appear after the component header and precede the first position for that component.</p> <p>Language requirements for the position will precede the position having the language requirement.</p>
3	Effective Date	Use current coding instructions.
4	Headquarters	Use current coding instructions.
5	Type of Change	Use current coding instructions.
6	Type of Header	Do not code
7	Organizational Unit	Do not code
8	Totals	Do not code
9	Position Title	<p>Enter the clear text language. For "recap" records it must be preceeded with '\$*'. For non "recap" records preceed the clear text language with '**'.</p>
10	Schedule	<p>Enter the language proficiency codes for reading, speaking, and understanding.</p> <p>1st character indicates reading 2nd character indicates speaking 3rd character indicates understanding</p> <p>The only permissable characters are H, I, N, E, S, and a dash (-).</p>

11	Occupational Series	<p>Enter the language code in the first four (4)</p> <p>1st character is a "B" 2nd character is a letter 3 & 4 character is numeric 5,6,7 characters leave blank <i>5th character can be \$, /</i></p>
12	Grade	<p>Enter the type of requirement and the number required.</p> <p><i>MUST</i> 1st character can be the letter "G" or "S" 2nd & 3rd character is the number required. 3 would be entered as 03. 4 & 5 characters leave blank</p>
13	SG or 00	Do not code
14	Planned Incumbency	Do not code
15	Position No.	<p>Enter position number as shown on Form 261. Must be the same position number as the position it precedes.</p>
16	Current Authorization	<p><i>NO POSITION NO. is not not required</i> Do not code <i>for Relay (#*).</i></p>
17	SD	Do not code

(When F and In)

~~Blank~~ = INDICATES FIELDS TO BE Gd'd - L.D.P.

STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET

FORM 1023 REPLACES PREVIOUS EDITIONS OF
7-61 1023 AND 1527 WHICH ARE OBSOLETE.

SECRET

(10)

SECRET

(When Filled In)

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STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET

SIMPLE
Code Sheet for
L.D.P. Input

1. IDENTIFICATION		2. CONTROL NO.				3. EFFECTIVE DATE			4. HDOTRS.		5. TYPE OF CHANGE				
P-POSITION S-SPECIAL H-HEADER		OFFICE CODE	DIVISION CODE	SEQUENCE NO.		MO.	DAY	YEAR	1-DEPT 2-US FLD 3-FRGN	6-REORGAN. 8-RETAIN CONT. NO. 9-NEW CONT. NO.	7-DELETE CONT. NO.				
< . S .	85290	00	5995	071869		1	9								
6. TYPE OF HEADER												7. ORGANIZATIONAL UNIT			
7. CONTINUED												8. TOTALS (Manual)			
9. POSITION TITLE												10. SCHEDULE PROP. R. W. S.		11. OCCUPATIONAL SERIES	
** CHINESE, TAIPEI												EEE		BE14	
12. GRADE		13. SG OR OO		14. PLANNED INCUMBENCY		15. POSITION (Slot) NO.		16. CURRENT AUTHORIZATION		17. SD					
REQ. No.						0426						>			

SECRET

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